

Berlin Airport Authority

June 29, 2022

Present were; Chair Grenier, Commissioners Higbee, Eastman, Dube and Theberge. Commissioners Morency and Brady were absent.

Others present included; Airport Manager Marcel Leveille, City Manager Phillip L. Warren Jr., Eric Grenier, H.E.B. (Airport Engineer of Record) and Paul Robitaille, Berlin Daily Sun.

Chair Grenier opened the meeting at 6:00 p.m.

Minutes of May 23, 2022 BAA Meeting

Commissioner Theberge moved to accept the minutes of the May 23, 2022 BAA meeting, Commissioner Higbee seconded and the motion carried by all in favor.

National Guard Lease Discussion

Mr. Leveille discussed the current lease agreement in place for lessees. The goal of this meeting is to start discussions on drafting a lease agreement with the National Guard. Mr. Eric Grenier commented he had discussions with his contact at the NHDOT/Bureau of Aeronautics and was advised because the land was purchased with FAA funds, the lease or sale of the property would have to provide fair market value or some mutual return to the airport. The lease agreement needs to specify all items that will be of value to the airport documenting the fair market value. It should include but not limited to the following; term of agreement, fuel sale agreement, fuel truck, hours of operations & notices to the Town of Milan, fueling frequency, taxiing needs, snow plowing, acreage plans, flight patterns/paths, etc. Mr. Grenier recommends the BAA requests that the lease documents be reviewed by the FAA/DOT. Mr. Warren asked if an example of a lease agreement with the National Guard similar to this arrangement could be provided. Mr. Grenier advised he would reach out to his contacts to obtain such documents.

BAA members agreed to Mr. Grenier being the point of contact for communications between the BAA and National Guard. Chair, Commissioners and Staff agreed to email questions or concerns and items to include in the lease agreement to Mr. Grenier before July 13 of which he will compile a list and send to the National Guard on July 15. The BAA will meet afterwards to discuss responses and put a draft lease agreement together for the City Attorney to review. Chair Grenier commented he would like to see a lease agreement drafted by September 1.

Commissioner Dube advised the National Guard had discussed coming to the airport for a day and meeting with the Town of Milan, but no one has reached out yet. Mr. Leveille advised he would set up a date and communicate with the Town of Milan Board of Selectmen.

Other

Mr. Grenier advised the fencing project will begin late July early August and will take about thirty days to complete.

Chair Grenier discussed two lessees that have not provided certificates of insurance after multiple notices have been sent. He suggested sending a final notice giving the individuals 60 days to comply or the eviction process will begin. BAA Members agreed.

Mr. Leveille discussed issues with the current mower. He advised it's too small for mowing the two landfills. He is constantly replacing parts. He is asking if the City could put out a bid for a new mower. Mr. Warren suggested purchasing a flail mower deck as it would be more efficient.

Adjourn

There being no further business Commissioner Higbee moved to adjourn; Commissioner Theberge seconded and the motion carried by all in favor. The meeting ended at 7:09pm.

Respectfully Submitted

Danielle Rioux

Executive Assistant